S E C R E T

23 February - 1 March 1986

OC-PBS

1.   Responses to House Permanent Select Committee questions on the Capitalization Program and Communications Command, Control and Intelligence (C^3I) FY-87 Congressional Budget submissions were prepared and forwarded to the Directorate of Administration (DA) Management Staff.

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25X1

2.   The Office of Communications' (OC) FY-88 Program for its Ongoing Initiatives, Capitalization, [   ] and C^3I were submitted to the Deputy Director for Administration.

OC-CS

25X1

1.   The regular monthly New Building Communications Program, Intra-Building Communications Segment Status Review was conducted at the [   ] facility on 27 February. [   ] is currently installing non-secure telephones at the rate of 400 per day in the old portion of the Headquarters Building.

2.   A $25,000 request for software applications in accordance with Systems Engineering and Technical Assistance (SETA) was recently received from the OC-Engineering Division (OC-ED). A request for proposal will be solicited to seven companies by 10 March.   The resultant contract will require technical expertise related to design, development and maintenance in the systems and software areas.

OC-MPS

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25X1

1.   The FY88-92 New Communications Service data base was inadvertently damaged beyond the point of recovery. [   ] [   ] Program Analyst, has spent hours reconstructing the data
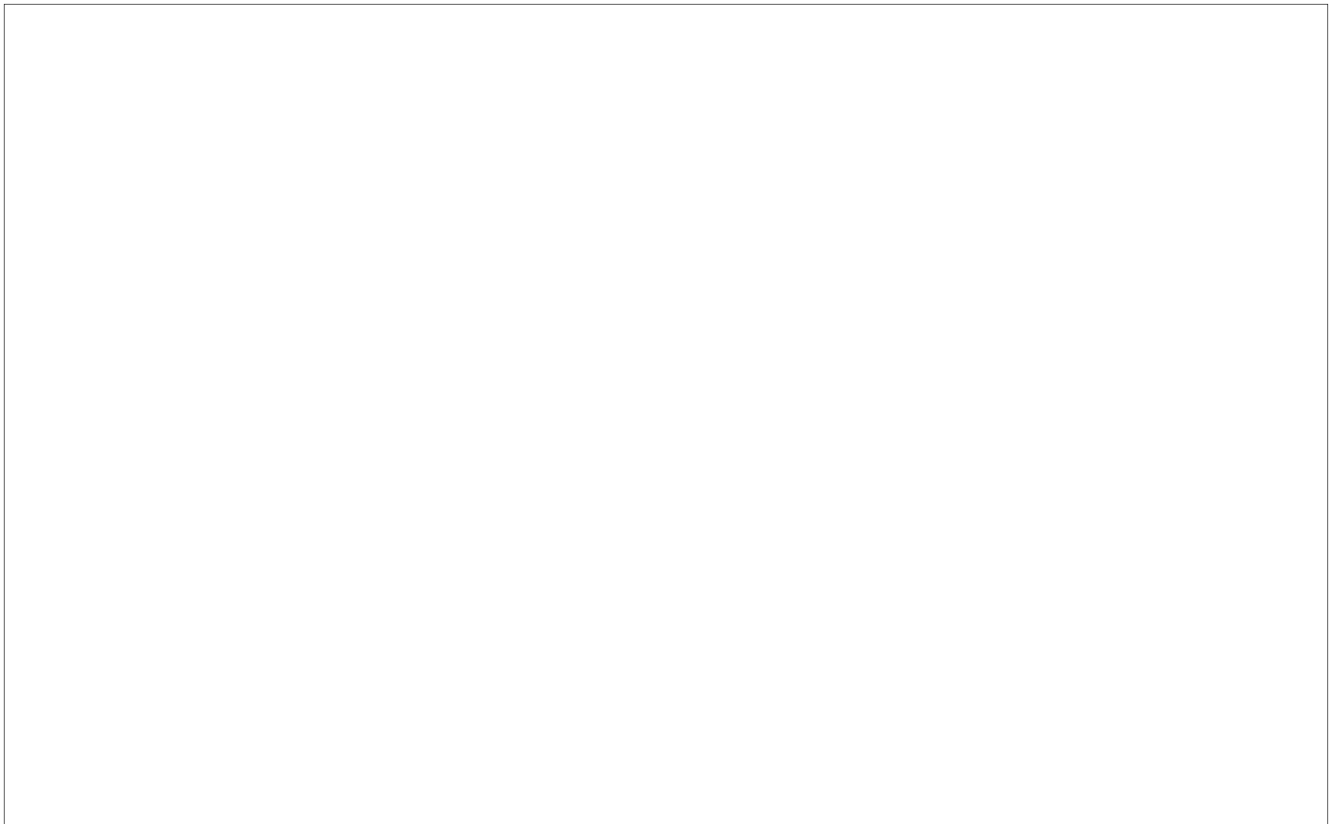
25X1

S E C R E T

SECRET

OC-MPS (Continued)

base from the hard copy files. This subject is being discussed with the System Administrator in an attempt to develop procedures which will prevent a recurrence.

2. Satellites:

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3. Liaison Activities:

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a. [   ] provided a briefing on the National Communications System (NCS) and the use of Restoration Priority procedures for leased circuitry to Office of Information Technology (OIT) personnel on 28 February. Two issues developing in the NCS were also surfaced: (1) National Security Emergency Preparedness Telecommunications Planning Process and (2) the NCS proposed National Level Program (NLP).

2

SECRET

OC-MPS (Continued)

25X1

b. _____ attended the NCS Council of Representatives (COR) meeting on 27 February at the National Coordinating Center Crisis Control Center. The COR discussed and drafted comments to the Office of the Manager, NCS concerning the proposed NLP. The NLP contains three initial programs with associated member funding allocations. These programs and allocations could have a major impact on this Agency if implemented. The COR prepared a strongly worded statement addressing these concerns which will be provided to the National Security Decision Directive 97 Steering Group if approved by the Committee of Principals at the regularly scheduled 27 March meeting.

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c. _____ met with representatives of _____ and OC-Foreign Networks Division (OC-FND) to discuss the status of some 70 ongoing projects during the monthly facilities Project Review Meeting.

OC-AMD

25X1

1. _____ EUCA Processing Officer for the OC-Administrative Management Division (OC-AMD), has replaced

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_____ as the Senior Processing Officer. _____ has departed for her new assignment in the Directorate of Operations (DO).

2. A new program designed by OC-AMD, "Professional Opportunities in Telecommunications" (POINT), is being implemented for the purpose of identifying career-oriented employees from within the Agency for training as Telecommunications Officers (TCO). POINT differs from previous efforts in that entry requirements have been significantly reduced. However, to maintain the high standards that traditionally characterize our TCO personnel while offering career opportunities to a broad spectrum of individuals, we plan to make maximum use of two existing educational facilities. During their initial training period, POINT candidates will study material and be taught skills that will enable them to meet our existing entry requirements. We are coordinating with appropriate offices within the DA to ensure maximum support for the program and to enhance its chances for success.

3

S E C R E T

OC-AMD (Continued)

3. During the North Carolina recruitment trip, placement directors at five technical schools were visited and future plans to test and interview students at these schools were discussed. Also discussed was the addition of radio frequency (RF) courses in each school's curriculum as this is the area most technical school students fail on our test. The placement directors are aware of our test requirements and criteria and will be calling the Recruitment Section (RS) in the near future to visit and test their students.

25X1 _____ of RS, along with expediters from the Office of Security (OS) and Office of Medical Services, made the swing through North Carolina with the following results:

Place	Attending	TCO	ET	Choosing LONGHORN
Winston-Salem	8	3	1	2 (TCO)
Raleigh	14	4	1	4 (TCO)
Fayetteville	18	2	0	1 (TCO)
Jacksonville	110	27	2	10 (TCO)
				1 (ET)

In addition, eight Army Special Forces and three Navy SEALs were given Personal History Statement packages. These individuals are being recruited to fill a special requirement for the OC-FND/Special Activities Group.

4. The MP careerists on the OC-AMD staff will be involved in a year-long project assisting the Office of Personnel (OP) in converting and purging the approximately 18,000 Official Personnel Files maintained on Agency employees. The switch to new file folders is being made because the quality of the folders currently used has declined and lack of durability has become a concern. At the direction of D/OP, each component personnel office will be required to convert 20 folders per month.

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5. Safety Officer, _____ Security Officer, _____ _____ and Administrative Assistant. _____ have been relocated temporarily in 2D51 _____

4

S E C R E T

S E C R E T

OC-AMD (Continued)

6. More than 70 travel orders were processed electronically during the week. This high volume was in response to a new Finance Services Branch policy requiring separate travel orders for TDY and PCS travel (necessitated due to the number of invalid and unliquidated obligations at the end of FY-85). The objective of the policy is to liquidate obligations within a reasonable period of time. Research of prior travel orders revealed that many obligations were still active after two and three years. This lengthy time period results in a loss of control over the obligations and has been a factor in the large amounts of invalid obligations which resulted in funds that reverted to the Treasury.

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9. The demand for satellite equipment (SC-3) training is steadily increasing. While accommodating training for operations personnel assigned to OC-FND field stations with primary satellite communication systems, there have been times when [   ]

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[   ] personnel have been pre-empted from the course. A special running of the SC-3 course, utilizing Time Division Multiple Access, has been scheduled for 17 March to accommodate up to

25X1
six [   ] personnel.

25X1
10. Although funding for the [   ] Annex project is currently on hold, a new HF Prewired Radio System (PRS-6) is being installed while the facility is undergoing a minor power and aesthetic upgrade. The installation of the system will

25X1
permit PRS-6 classes to be conducted at the [   ] facility as well as serving as an operational station for Comprehensive Exercises for Basic Operations Training personnel.
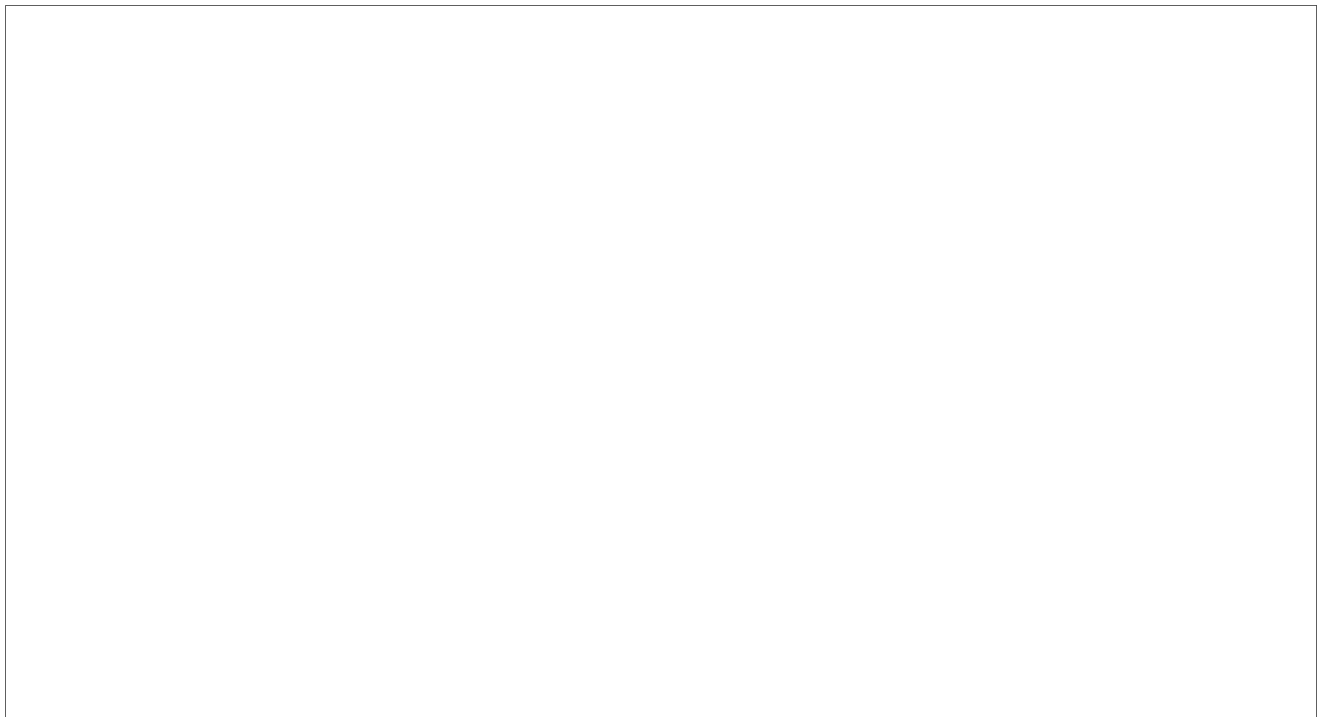
5

S E C R E T

OC-AMD (Continued)

11. A two-day course for students with no previous communi-
cations background is being developed as a prerequisite to the
Intelligent Communications Terminal (ICT) and Wang Alliance
Telecommunications System (ATS) courses. The course will provide
an introduction to, and an understanding of, communication terms
and message formats prior to entering the on-line ICT and ATS
courses and should result in an increase in the operational
knowledge gained in the courses.

12. The Basic Telecommunications Class of 4-85 graduated
on 28 February. The Director of Communications spoke during the
graduation ceremony and informed the class of their Merit Pay
Advancement to TCO-1/15 based on successful completion of the
Basic Telecommunications Course.

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13. ⬚ Television Production Specialist,
video taped a presentation on hostage survival given as part
of the "Welcome to OC" seminar. A two-hour production will be
assembled for distribution.

OC-CSD

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S E C R E T

OC-CSD (Continued)

25X1

25X1

5. [   ] assisted by [   ] submitted OC comments on the Hostile Intelligence Threat, to the National Intelligence Officer for Foreign Denial and Intelligence Activities. Input is solicited annually from the Intelligence Community for the multi-disciplinary Hostile Intelligence Threat Assessment, which is presented to the National Security Council (NSC).

25X1

7. The Secure Telephone Survey requested by the National Telecommunications and Information Systems Security National Manager has been completed. The results were forwarded to the NSA Future Secure Voice System Project Office.

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OC-CSD (Continued)

25X1

OC-ED

1. MERCURY Program:

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a. Installation of KG-84s at [ ] test bed has been completed. Communications between two packet switch nodes via an encrypted backbone link has been successful. Operator-initiated resynchs from the packet switch and local KG-84 resynchs were tested and additional flow control testing is in progress.

b. The second draft of the MERCURY Operational and Architectural Concepts paper has been completed. When finalized, this document will provide operating elements with a comprehensive overview of the MERCURY subsystems to facilitate future network planning.

25X1

c. The MERCURY Program Office's (MPO) review of revisions to key [ ] documents, the Remote Factory Acceptance Test Procedures and the Remote Factory Acceptance Test Data Base and Configuration Manual, which had previously been rejected by MPO, has been completed. After addressing some specific shortfalls which still remain, the documents will be of acceptable quality.

2. Second Phase Automated Relay System (SPARS):

25X1

a. [ ] departed PCS during the week of 23 February to assume their duties as

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25X1

site programmers. [ ]

25X1

b. [ ] SPARS Senior Staff Programmer, retired on 28 February after a long and distinguished career.

3. Third Generation Secure Telephone Unit (STU-III) -

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25X1

On 27/February, [ ] visited [ ], to discuss the development

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S E C R E T

OC-ED (Continued)

of an interface between the Central Intelligence Secure Voice Network and a STU-III Unit. [   ] expressed an interest in the project and identified current system developments which meet many of the STU-III interface system requirements.

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25X1

8. Headquarters Area Transmission System (HATS) - [   ] [   ] representatives were present on 27-28 February to conduct the HATS critical design review in preparation for the upcoming HATS upgrade. After reviewing the upgrade strategy, the [   ] representatives visited [   ] [   ] to view the possible HATS repeater facilities. This was accomplished with our U.S. Army, 7th Signal Corps representative.

OC-FND

1. Agency communications support was provided to the following dignitaries during this reporting period:

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S E C R E T

OC-FND (Continued)

25X1

25X1   10. [   ]· The two SPARS have been "clustered" together
to provide the means to control the separate units from a single
control console. This represents the first such configuration
within the network. The overall operation of this unique system
has been quite favorably received by both operations and computer
programming personnel.

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S E C R E T

S E C R E T

OC-FND (Continued)

25X1

15. Capitalization Program Status: <u>PRS-6/7</u>   <u>TERP-IIA</u>

25X1   Systems Operational
Installations in Progress
Equipment on Site
Equipment Being Shipped
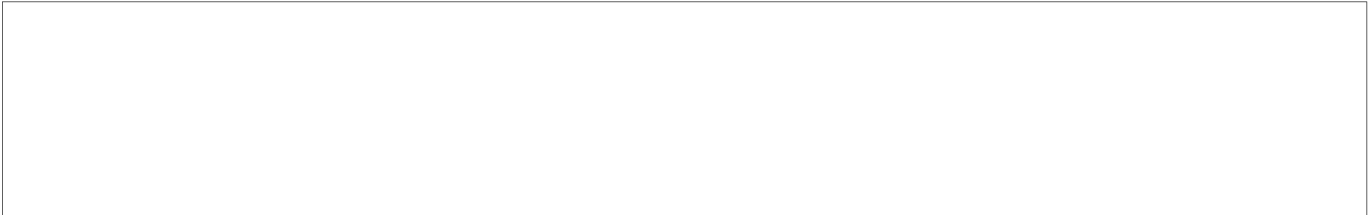
25X1   PRS-6/7 installations are in progress

25X1   A TERP-IIA terminal installation is in progress in

25X1

12

S E C R E T

OC-FND (Continued)

The equipment was turned over to the Office of Logistics for
packing and shipment on schedule.

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Executive Assistant, OC

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